



NATIONAL ARTS TRAINING CONTRIBUTION PROGRAM

APPLICATION GUIDELINES

1. Description

The National Arts Training Contribution Program supports independent, non-profit, incorporated, Canadian institutions which specialize in training Canadians for professional national/international artistic careers. The activities, student bodies, and artistic impacts of these institutions are pan-Canadian. Through their achievements, these institutions support the cultural development of Canada. This program provides stabilizing support on a multi-year or annual basis for the ongoing operational activities of the institution's professional program. Funding is not for special projects or capital infrastructure.

2. Eligibility Criteria

Applicants must:

- be incorporated in Canada as a non-profit organization;
- demonstrate that the activity for which funding is requested is not funded as a provincial post-secondary education activity, and that completion of the activity does not result in the granting in that province of a post-secondary qualification such as a diploma, certificate or degree;
- receive support from two or more sources other than this program, eg. tuition, other levels of government, fundraising;
- be directed by recognized professionals, with training for an artistic profession as its primary mandate. While institutions may operate programs at different levels, funding under this program is directed to supporting training for a professional career;
- have an administrative infrastructure to support its organizational objectives;
- have maintained a full-time operation in support of the professional training program for a minimum of three years;
- be accessible to Canadians from across the country through a national competitive admission process available in both of Canada's official languages.

3. Assessment Criteria

Applications will be assessed to determine whether annual or multi-year funding is appropriate by examining existing multi-year plans. Organizations will only be considered for multi-year funding if they can provide multi-year plans covering the last two fiscal years as well as a firm indication that their planning includes both Board and staff participation.

All applications will be assessed according to the following criteria:

Artistic Merit

- training is essential to the health and development of the discipline;
- training exhibits international standards of excellence;
- quality and vitality of artistic vision;
- ability of audition/entry process to identify best available students in Canada;
- quality/experience of teachers for delivery of this particular training;
- quality and relevance of curriculum. Links between curriculum and needs of artistic discipline;
- quality of career counselling;
- quality and appropriateness of facilities and equipment.

3. Assessment Criteria - cont'd

Impact

- contribution to the development of individual participants into artists who will have significant professional careers;
- graduates recognized for their excellence in Canada and internationally;
- meets fundamental needs of the artistic profession while providing flexibility to students to cover a wide range of artistic practices;
- reflects and encourages the expression of the diversity of Canadian society.

Institutional Stability

- financial stability;
- administrative structure;
- extent to which planning is institutionalized, quality of planning process;
- revenue diversification;
- quality of governance.

4. Application Process

The National Arts Training Contribution Program is administered by the Department of Canadian Heritage. Please contact the Arts Policy Branch, 15 Eddy, 3rd Floor, Hull, Quebec, K1A 0M5, (819) 997-6361, natcp_pnfsa@pch.gc.ca for program information. Application Guidelines and Application Forms may be obtained from the Arts Policy Branch, the Regional Offices and District Offices listed below.

BRITISH COLUMBIA

400 - 300 West Georgia Street
Vancouver, British Columbia
V6B 6C6
Tel.: (604) 666-0176
Fax: (604) 666-3508

ALBERTA

Canada Place
1630 - 9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3
Tel.: (403) 495-3350
Fax: (403) 495-4873
speros_vlassopoulos@pch.gc.ca

MANITOBA

275 Portage Avenue, 2nd Floor
P.O. Box 2160
Winnipeg, Manitoba
R3C 3R5
Tel.: (204) 984-4875
Fax: (204) 983-5365
diane_laforge@pch.gc.ca

NORTHWEST TERRITORIES

NWT Communications Building
5120 - 49th Street
2nd Floor
P.O. Box 460
Yellowknife, NT
X1A 2N4
Tel.: (867) 669-2800
Fax: (867) 669-2809
lise_picard@pch.gc.ca

YUKON

205 - 300 Main Street
Whitehorse, Yukon
Y1A 2B5
Tel.: (867) 667-3910
Fax (867) 393-6701

ALBERTA

Harry Hays Building
585 - 220 4th Avenue S.E.
Calgary, Alberta
T2G 4X3
Tel.: (403) 292-5541
Fax: (403) 292-6004
gerry_kretzel@pch.gc.ca

SASKATCHEWAN

100 - 2201 11th Avenue
Regina, Saskatchewan
S4P 0J8
Tel.: (306) 780-6620
Fax: (306) 780-6630
jill_varley@pch.gc.ca

ONTARIO

4900 Yonge Street
P.H. Level
Toronto, Ontario
M2N 6A4
Tel.: (416) 973-6932
Fax: (416) 954-4515
cdh-ontario@pch.gc.ca

4. Application Process - cont'd

QUEBEC

200 René Lévesque Blvd West
Complexe Guy Favreau, West Tower
6th Floor
Montreal, Quebec
H2Z 1X4
Tel.: (514) 283-8626
Fax: (514) 283-3036
nathalie_lussier@pch.gc.ca

NEW BRUNSWICK

1045 Main Street, Unit 106, 3rd Floor
Moncton, New Brunswick
E1C 1H1
Tel.: (506) 851-3064
Fax (506) 851-7079
jean-claude_leblanc@pch.gc.ca

PRINCE EDWARD ISLAND

119 Kent Street, Room 420
Charlottetown, PEI
C1A 1N3
Tel.: (902) 566-7188
Fax: (902) 566-7186
marie-claire_arsenault@pch.gc.ca

QUEBEC

3 Passage du Chien d'Or
P.O. Box 6060
Haute-ville
Quebec, Quebec
G1R 4V7
Tel.: (418) 648-4121
Fax: (418) 648-4823

NOVA SCOTIA

Historic Properties
1869 Upper Water Street
Halifax, Nova Scotia
B3J 1S9
Tel.: (902) 426-4184
Fax: (902) 426-4996

NEWFOUNDLAND

The John Cabot Building
10 Baxter's Hill, 5th Floor
P.O. Box 5879
St. John's, Newfoundland
A1C 5X4
Tel.: (709) 772-5364
Fax: (709) 772-2940

The deadline for receipt of applications at Arts Policy Branch or a Regional or District Office is June 30.

The process of evaluating an application is based on analysis of a completed application form and on-site assessment.

Meeting the eligibility criteria does not guarantee funding, nor does failure to receive financial support necessarily reflect a negative assessment of the institution.

The Department of Canadian Heritage will be considering support to commence in the next federal fiscal year, and will not provide retroactive funding.

Applicants will be notified in writing of the results of the application process in the coming winter.

In addition to the completed application form, the applicant must provide:

- a copy of the letters patent or corporate charter demonstrating the independent, non-profit status of the applicant;
- audited financial statements for the institution's last two complete fiscal years, including detailed schedule of sources of revenue;
- for multi-year applicants:
 - copy of multi-year plan used for its last two years
 - multi-year business plan approved by the Board of Directors for the period covered by the application
 - projected budget for years in which support is sought, including contribution requested under this program;
- for annual applicants:
 - projected budget for year in which support is sought, including contribution requested under this program;
- demonstration that operations of the institution are supported by two or more sources other than this program, eg. tuition, other levels of government, fundraising;
- information on all other projected or existing federal support for this activity;
- the organization chart and list of Board Members;
- curriculum vitae of artistic and administrative directors;
- full listing of curriculum (artistic, academic) and teaching staff;

- published information (brochure, newspaper advertisements) regarding most recent competitive admission process;
- information on composition of student body by province of origin;
- statistics on employment of graduates in the last two years.

5. Department of Canadian Heritage Participation

All contributions from the Department of Canadian Heritage are subject to an agreement that must be signed by an authorized representative of the applicant organization.

The Department provides the contributions in more than one installment. A final payment is withheld pending receipt from the applicant of an audited financial statement.

6. Recognition

The organization agrees to recognize publicly, in both official languages, the Department's financial support in all advertising, promotional, and program materials. For this purpose the Department has developed guidelines which address issues such as public announcements, publications, etc. and which are fully described in our funding agreements. Failure to comply with the recognition guidelines could result in cancellation of a funding agreement.

7. Access to information

All applications are subject to information requests under the *Access to Information Act* and the *Privacy Act*.

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Please answer all of the following questions. (Maximum 15 pages/8 1/2 x 11 format)

1. Please state your professional program's long term mandate, objectives, and purpose.
2. Describe the philosophy towards training that has guided the development of your professional program. Elaborate on the general method of training you have developed. Explain how your program has evolved to meet the needs of the professional community of your discipline as it is today. Describe how it will continue to adapt to these realities in the future.
3. Describe your professional program's criteria for admission. Describe its audition process, eg. how are auditions publicized, where do auditions take place, is the audition process conducted in both official languages?
4. Provide a copy of or describe your professional program's curriculum.
5. Describe how your graduates are now in positions of leadership in Canada and internationally.
6. Describe any special honours or accomplishments of your graduates or staff in recent years.
7. Describe the role and impact of your professional school in the vitality of your artistic discipline.
8. Describe how your professional school reflects and encourages the expression of the diversity of Canadian society.
9. Does your professional program have a policy regarding financial assistance for students? If so, please describe.
10. Describe how your professional program prepares its students for entering and managing a professional artistic career, eg. career counselling and career transition counselling.
11. Describe how your institution's facilities and equipment support its work.

YOUR CURRENT APPLICATION MUST INCLUDE

The identification sections, Parts A through C;

Answers to each of the questions no. 1 through no. 11;

All support material requested in section 4.